

Form 2-2
PROFESSIONAL DEVELOPMENT PLAN

Name: _____

Position: _____

NUMBER OF CPE REQUIRED

Government Auditing Standards require that each auditor complete at least 80 hours of continuing professional education (CPE) every 2 years, including a minimum of 20 CPE in each year. At least 24 CPE for the 2-year period must be government-related. Please indicate the total number of CPE needed and your **tentative** plan for obtaining those hours below. Include any CPE requirements to maintain your professional certifications. Note that the Office's biennial reporting period may be different from your professional certifications.

The Office's current biennial reporting period is **January 1, 2007 through December 31, 2008**:

Number of CPE needed January 1, 2007 through December 31, 2007: _____

Number of CPE needed January 1, 2008 through December 31, 2008: _____

Explanation (if necessary):

PROPOSED TRAINING PLAN

In general, the Office will try to cover the cost of your registration to attend **local** meetings of professional organizations including the Institute of Internal Auditors (monthly; \$30 per meeting), Information Systems Audit and Control Association (quarterly; \$25-30 per meeting), Association of Government Accountants (monthly; \$25 per meeting), American Society for Public Administration (\$20 per meeting), and the Association of Certified Fraud Examiners (bimonthly; \$35 per meeting).

The Office expects to be able to cover registration costs for the Association of Local Government Auditors conference in May 2008. You may use your professional development account (\$1,000 per fiscal year) to cover conference travel, meals, and lodging.

The Office will pay for you to take approved self-study courses on City time from the USDA Audit Training Institute or other providers (reasonably priced). Under special circumstances, the Office may cover the expense of other specific training programs. You may use your professional development account to cover the employee cost of other conferences and training programs. The Citywide training catalog is also an excellent resource for government and computer training (no charge).

This is a tentative plan and may be non-specific. You are still expected to submit and receive approval on Training Request Forms for each instance of training. Training requests in excess of 80 hours per biennial period should be discussed with your supervisor and the City Auditor. All reimbursement requests depend on successful completion of coursework.

Please indicate how you plan to obtain your CPE in **2008** (may be general):

	COURSE/TYPE OF MEETING	CPE	DEPT COST	EMPLOYEE COST
1.	_____			
2.	_____			
3.	_____			
4.	_____			
5.	_____			

6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
	<u>TOTALS</u>

PROFESSIONAL ORGANIZATIONS AND CERTIFICATIONS

The Office will cover the cost of your membership in one job-related professional organization. The Office will also cover the cost (including memberships) of maintaining approved professional certifications that enhance the employee's ability to perform required services or otherwise adds to the prestige and/or reputation of the Office. [Note this is a change from our previous policy of paying for one certification.] The Office has an organizational membership in the National Association of Local Government Auditors.

Please indicate the organizations and certifications you plan to participate in or renew during **2008:**

	ORGANIZATION	TYPE OF CERTIFICATION	DEPT COST	EMPLOYEE COST
1.	_____			
2.	_____			
3.	_____			
4.	_____			
5.	_____			
	<u>TOTALS</u>			

COMMENTS AND/OR SUGGESTIONS:

Please sign and return to your supervisor by **Friday, April 25, 2008.** Thanks!

Auditor: _____	Date: _____
Supervisor: _____	Date: _____
City Auditor: _____	Date: _____